Course Copy Request

When teaching the same course from term to term it is easiest to use the course materials from the prior term. The Office of Distance Education would be happy to assist you in cleanly copying your course from a prior term into the shell of the upcoming term.

Note: Course copy will erase any materials already copied into your new course shell.

For questions on this policy please email distanceed@coloradomesa.edu

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Contents 1

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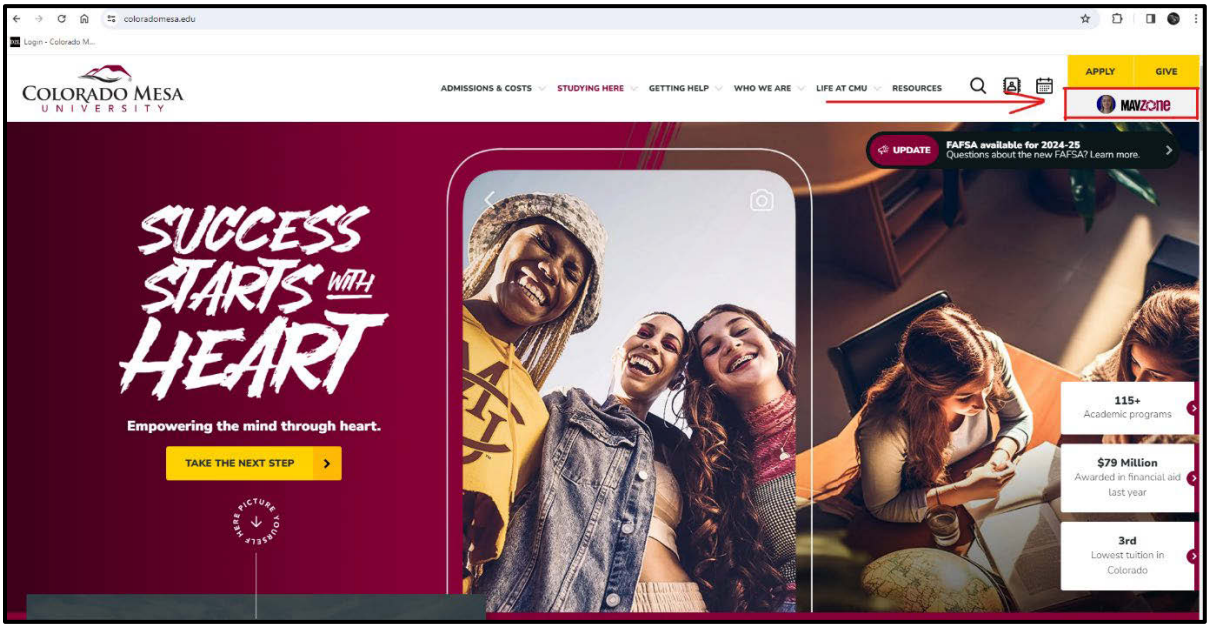
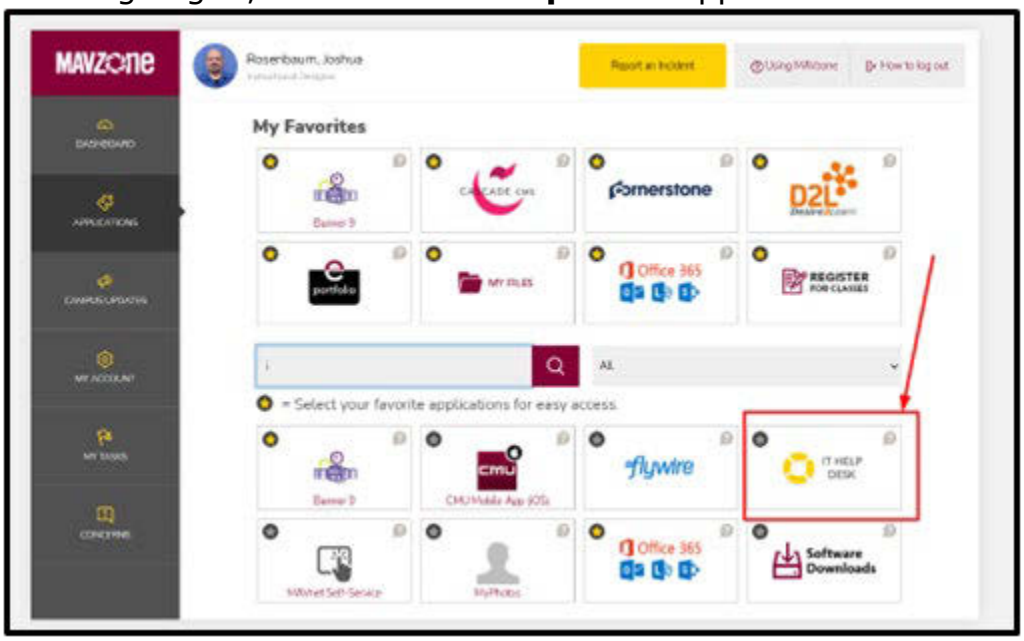
D2L Help Request: Course Copy

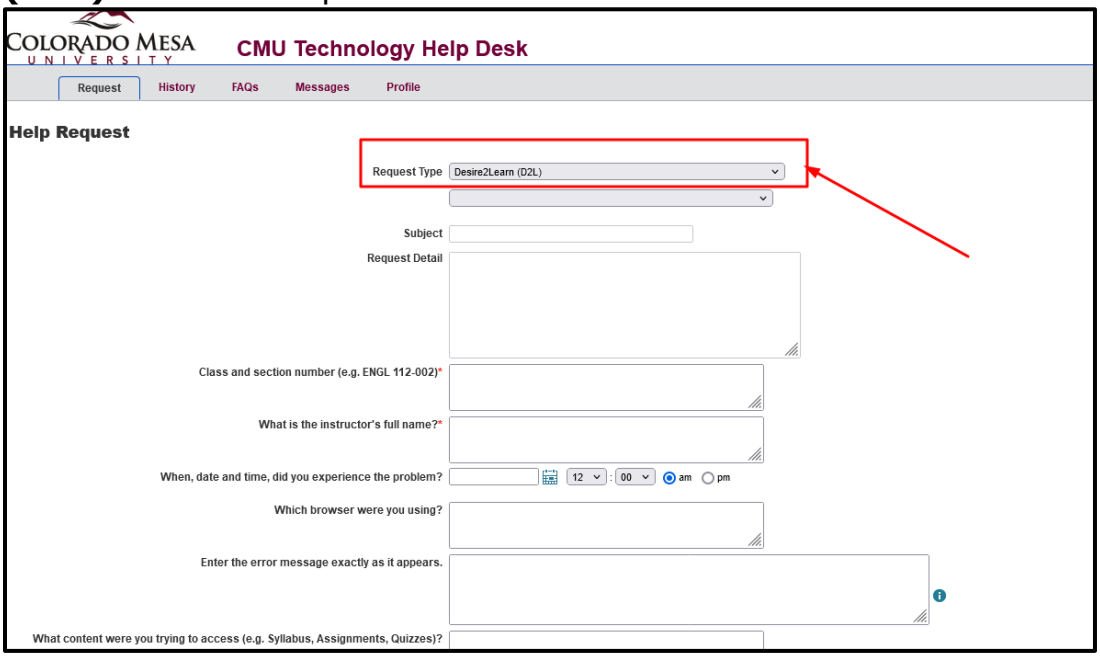
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



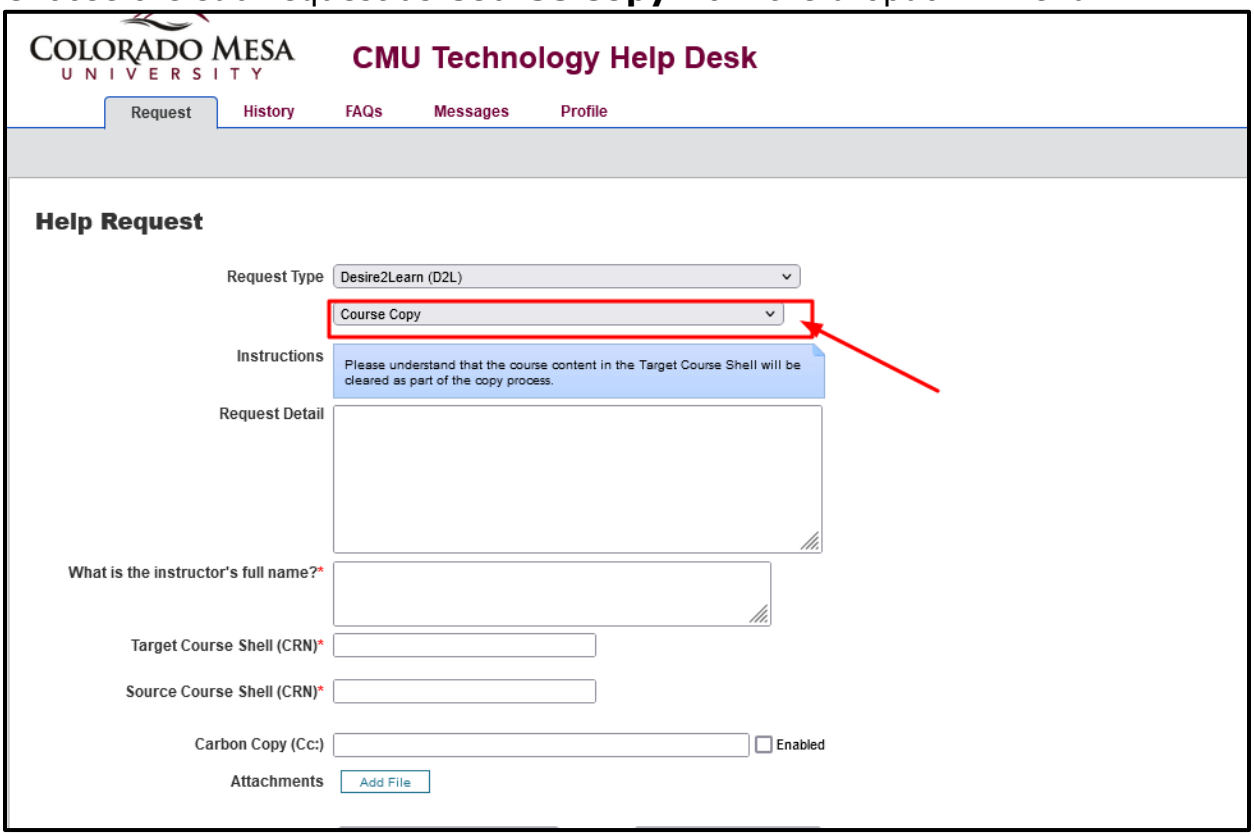
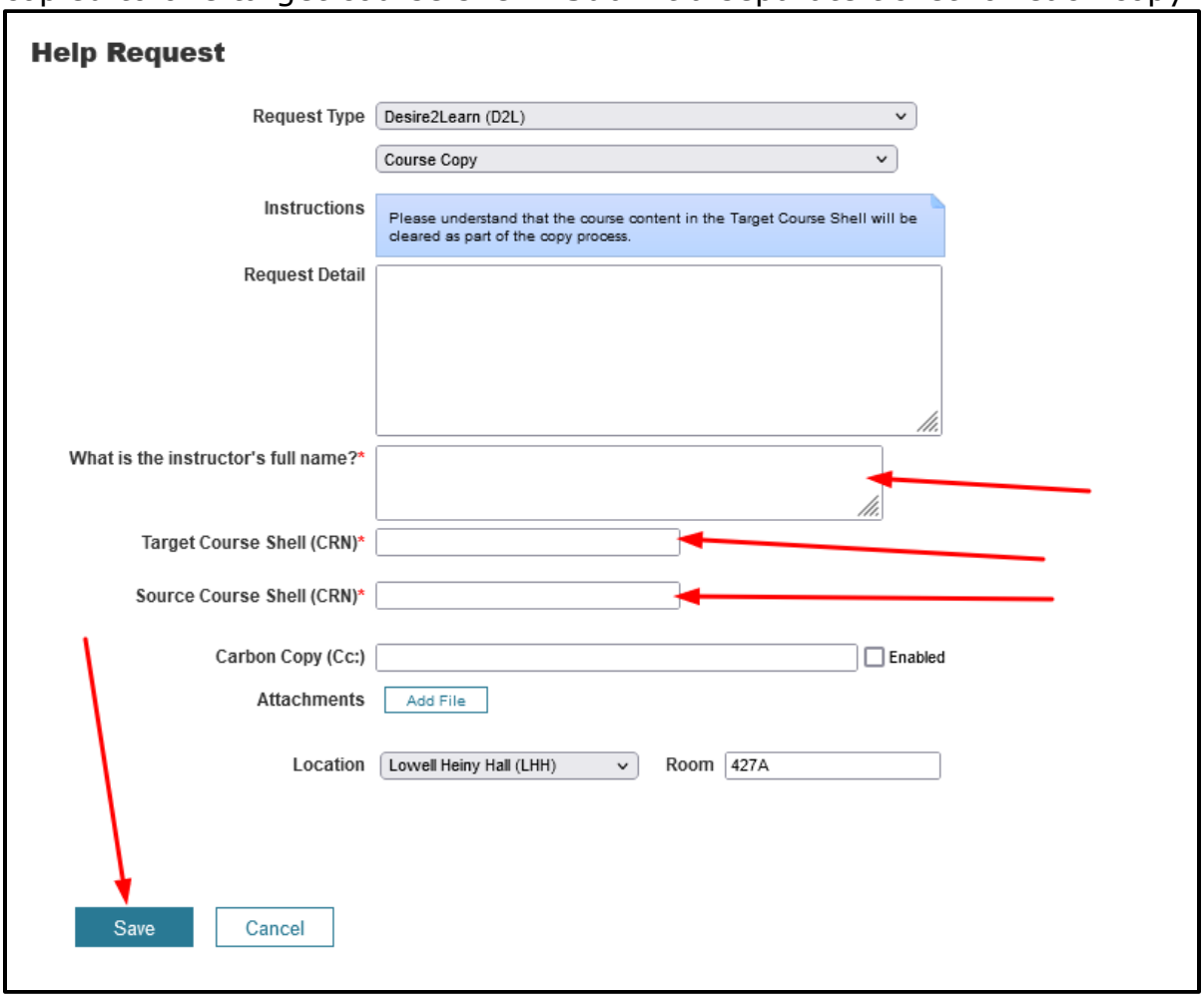
2. After signing in, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



4. Choose the sub-request as **Course Copy** from the dropdown menu.



5. Complete the rest of the form (make sure to fill the required fields indicated by *) and **Save** the form to submit your request. Please only request that the course be copied to one target course shell. Submit a separate ticket for each copy request.